

27 FEBRUARY 2004



Personnel

**NOMINATION FOR AWARD OF AIRMAN,
NONCOMMISSIONED OFFICER (NCO) AND
SENIOR NCO OF THE QUARTER AND
AIRMAN OF THE YEAR**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes guidance for recognizing, on a quarterly basis, enlisted personnel in the grades of Airman through Chief Master Sergeant for outstanding performance. Additionally, it provides the guidelines for the Airman of the Year Program within this organization. This instruction applies to all members assigned to the 446th Airlift Wing (446 AW).

SUMMARY OF REVISIONS

This revision limits a write-up to one single-spaced typewritten page, using the AF IMT 1206, **Nomination for Award**; changes the required copies to be submitted from five to four (para 3.1); adds use dates to confirm time frame during last 12 months of self-improvement (para 3.1.2.1). A bar (|) indicates a revision from the previous edition.

1. Objective. Enlisted personnel are an important part of the United States Air Force Reserve. As such, many individuals are outstanding in their military and technical performance, as well as in their civilian profession. Therefore, the objective of this program is to recognize and honor the outstanding Airman, Noncommissioned Officer (NCO) and Senior NCO. A secondary purpose is to build morale within the wing, provide career motivation, and improve retention. This instruction identifies the requirements necessary to recognize outstanding enlisted personnel. All Airmen, NCOs, and Senior NCOs are eligible. The enthusiasm of each commander and supervisor determines the success of this program.

2. Nomination Process:

2.1. There are three categories of competition: Airman (airman through senior airman); NCO (sergeant through technical sergeant); and Senior NCO (master sergeant through chief master sergeant).

2.1.1. Nominate individuals in the category of award that corresponds to the grade they held for the majority of the time. NOTE: If competing for the AFRC 12 Outstanding Airmen of the Year Award, then individual's grade at the time of submission is the category he and/or she must compete in.

2.1.2. Each group commander and/or equivalent may nominate one Airman, NCO and Senior NCO each quarter (January-March, April-June, July-September, and October-December).

2.2. Use AF Form 1206, **Nomination for Award** (see [Attachment 1](#)). All packages must be forwarded by the group commander and/or equivalent to the 446th Airlift Wing Command Chief Master Sergeant (446 AW/CCC) not later than 1600 on the last workday the months of March, June, September, and December.

2.3. Place emphasis on the most current achievements, however, significant events and/or accomplishments that have transpired within the preceding 12 months may be submitted (i.e., March, June, September, and December).

2.4. Eligibility Requirements:

2.4.1. No unexcused absences from unit training assemblies during the preceding 12 months.

2.4.2. Satisfactory completion of annual tour, or its equivalent, during the last fiscal year.

2.4.3. Must be serving in a grade appropriate for the award concerned as of the last day of the award period.

2.4.4. Not on any active disciplinary control rosters.

2.4.5. Must possess a primary Air Force Specialty Code skill level commensurate with grade or demonstrate outstanding performance in an approved retraining program.

3. Package Submission:

3.1. The nomination package will be submitted on an AF IMT 1206, only one side of the form may be used. Nomination packages must be submitted in original plus four copies in accordance with [Attachment 1](#). In addition, a cover letter of recommendation (see [Attachment 2](#)) signed by the unit commander will accompany the submitted package. The form is broken down into three categories to be used in the nomination process:

3.1.1. Leadership and Job Performance in Primary Duty.

3.1.2. Significant Self-Improvement.

3.1.2.1. Use dates to confirm time frame during last 12 months of self-improvement.

3.1.3. Base or Community Involvement.

4. Selection Process:

4.1. Using traditional reserve and air reserve technician mix, the 446 AW command chief will chair wing level panels and appoint alternate CMSgt as panel chair.

4.1.1. Airman, NCO, and SNCO wing level chair and/or alternate serves from 31 January through 30 January of next year.

- 4.1.2. 446 AW level panel chair and/or alternate is not replaced without approval of 446 AW command chief.
- 4.2. Using traditional reserve and air reserve technician mix, the 446 AW command chief will appoint a group level panel chair CMSgt and appoint alternate CMSgt panel chair.
 - 4.2.1. Airman, NCO, and SNCO group level chair and/or alternate serves from 31 January through 30 January of next year.
 - 4.2.2. Group level panel chair and/or alternate are not replaced without approval of 446 AW command Chief.
- 4.3. Using traditional reserve and air reserve technician mix, the 446 AW command chief will appoint 446 AW staff, AMDS, and ASTS (equivalent) level panel chair CMSgt and appoint alternate CMSgt panel chair.
 - 4.3.1. Airman, NCO, and SNCO equivalent level chair and/or alternate serves from 31 January through 30 January of next year.
 - 4.3.2. Equivalent level panel chair and/or alternate will not be replaced without approval of 446 AW command chief.
- 4.4. The panel usually is held during the A UTA following the ending of the quarter (i.e., April, July, October, and January). The time and location of the board will be announced at the wing commander's staff meeting (normally held on Friday's prior to the UTA).
- 4.5. The 446 AW Command Chief Master Sergeant will retain all the selected nomination packages along with the evaluation sheets for one year.
- 4.6. The packages on the individuals not selected will be returned to their respective units. Units may nominate again individuals not selected for subsequent periods.

5. Recognition and Award:

- 5.1. The selected 446 AW Airman, NCO and Senior NCO of the Quarter will be honored at a 446 AW Award Ceremony and/or Squadron Commander's Call. A certificate or plaque of recognition will be presented during the ceremony.
- 5.2. The 446 AW Public Affairs Office (446 AW/PA) will forward the appropriate news release and/or picture to the relative's hometown newspaper and publish recognition in the 446th Airlift Wing's "Associate Press".
- 5.3. Individual units are highly encouraged to provide additional internal recognition to winners.

6. Airman of the Year Program:

- 6.1. The suspense to 446 AW/CCC for the Air Force Reserve Command (AFRC) 12 Out-standing Airmen of the Year is 31 December. All other suspense's will be announced by the 446th Mission Support Squadron, Customer Service Section (446 MSS/DPMSCC).
- 6.2. The 446 AW will select one Airman, NCO and Senior NCO each year that become the wing nominees for the AFRC 12 Outstanding Airmen of the Year (in accordance with AFI 36-2805, *Special Trophies and Awards*).

6.3. All quarterly award winners will automatically be considered. Other exceptional individuals who were not given quarterly consideration and meet the eligibility requirements may be nominated.

6.4. The 446 AW Command Chief Master Sergeant will convene a selection panel of four Chief Master Sergeants that represents a cross-section of the 446 AW to evaluate all nominations. This panel will meet during the A UTA in January. All nomination packages and evaluation sheets are given to the 446 AW/CC, indicating the panel selections.

6.5. The three 446 AW (Airman, NCO, and Senior NCO) of the Year packages will be submitted to 446 MSS/DPMSCC (located in Bldg 1205) by the suspense date established by the Customer Service Section for the AFRC 12 Outstanding Airmen of the Year. The unit commanders will be notified of the three winners and instructed on how to complete the winning package in the proper format.

7. Process Responsibilities:

7.1. Command Chief:

7.1.1. Selects 446 AW CMSgt panel members and/or alternates from 31 January through 30 January of next year.

7.1.2. Coordinates wing-level panel for selection of wing nominees and/or nominees to be forwarded for 12 Outstanding Airmen of the Year program.

7.1.3. Notifies unit and group commanders about upcoming award suspense dates.

7.1.4. Sends nomination feedback to group commanders, 446 AW staff, 446 AMDS, and 446 ASTS.

7.2. Group commanders and/or equivalent:

7.2.1. Ensures compliance with organizational established suspense dates.

7.2.2. Approves nomination from squadron and/or flight.

7.2.3. Sends nomination feedback to squadron and/or flight commanders.

7.2.4. Approves nomination process of nominees at group level for referral to 446 AW nomination process.

7.2.5. Ensures AF Form 1206 quality review of each nominee package prior to referral to 446 AW level panels.

7.2.6. Notifies unit commanders of successful nominee.

7.3. Squadron and/or flight commanders:

7.3.1. Provides group commander and/or equivalent level selection panel CMSgt chair and/or alternate with junior senior enlisted to serve as voting panel members.

7.3.2. Ensures compliance with organizational established suspense dates.

7.3.3. Ensures nominees present and conform to all Air Force standards.

7.3.4. Ensures nominee's supervisor states, in bullet format, nominee's accomplishments.

7.3.5. Ensures nominee's supervisor addresses, in bullet format, only Leadership and Job Performance in Primary Duty, Significant Self-Improvement, Base or Community Involvement.

- 7.3.6. Approves selection for nomination process from nominee's supervisor.
- 7.3.7. Prepares nomination package as per group commander and/or equivalent level guidance.
- 7.3.8. Sends nomination feedback to nomination supervisor.
- 7.3.9. Approves nomination process of nominees for referral to group and/or equivalent level panel nomination process.
- 7.3.10. Ensures quality review of each nominee package prior to referral to higher level panel.
- 7.3.11. Notifies leadership of successful nominee.
- 7.4. Wing panel chair and/or alternate:
 - 7.4.1. Ensures panel equitably represents all subordinate units.
 - 7.4.2. Coordinates nomination panel process.
 - 7.4.3. Ensures group commanders and/or equivalent level supervision receive feedback from panel.
 - 7.4.4. Ensures alternate CMSgt can perform all panel chair duties through mentoring.
 - 7.4.5. Will be a non-voting member on panel.
- 7.5. The group and/or equivalent panel chair and/or alternate will:
 - 7.5.1. Ensure panel equitably represented by junior senior enlisted unit personnel.
 - 7.5.2. Coordinate nomination panel process.
 - 7.5.3. Ensure squadron and/or flight commanders and/or equivalent level supervision receive feedback from panel.
 - 7.5.4. Ensure alternate CMSgt can perform all panel chair duties through mentoring.
 - 7.5.5. Will be a voting member on panel.

ERIC W. CRABTREE, Colonel, USAFR
Commander

Attachment 1

SAMPLE AF IMT 1206, NOMINATION FOR AWARD

NOMINATION FOR AWARD		
AWARD AIRMAN/NCO/SENIOR NCO OF THE QUARTER		CATEGORY (If Applicable) AMN/NCO/SMCO
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		SSN (Enter Last 4 Only) MAJCOM, FQA, OR DRU
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bulleted format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY: Describe significant leadership accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit (e.g., support for AEF unit deployment requirement tasking, number of active duty days performed, etc.). Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Include results of Air Force, MAJCOM, Numbered Air Force-level inspections and/or evaluations. Include awards received (i.e., NCO of the Quarter, Maintenance Professional of the Year, and so forth).</p> <p>SIGNIFICANT SELF-IMPROVEMENT: Show how the member developed or improved skills related to primary duties (e.g., formal training, Career Development Course enrollment or completion, on-the-job training, certifications, off-duty education related to primary duties, and so forth. Include completion of any professional military education related to primary duties, and so forth. Include completion of any professional military education (PME) as well as awards earned during in-residence attendance. Include any off-duty education not directly related to primary duties (e.g., class, course, degree enrollment and/or completion, grade point average). Cite any other relevant training or activity that significantly enhanced the member's value as a military citizen.</p> <p>BASE OR COMMUNITY INVOLVEMENT: Define the scope and impact of the member's positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events (e.g., President of the Top 3, enlisted dining-out committee, member of the Air Force Sergeant's Association, Sunday school teacher, and so forth).</p> <p>GENERAL INFORMATION ON COMPLETING THIS FORM:</p> <ul style="list-style-type: none"> - Use bulletin statements - Limit the narrative to one, single-spaced, typewritten page - Do not sign the narrative - Nominations should include specific facts and examples showing that the individual is exceptional for the particular quarter and/or year - Achievements should distinguish the airman from his peers - Nomination packages must be submitted in original plus four copies - Fasten the nomination package with paperclips and place in kraft folder or similar protective covering. Do not use staples or punch holes in the package - Nominate individuals in the category of competition that corresponds to the grade he or she held for the majority of the award period unless otherwise stated 		
S A M P L E		

Attachment 2

SAMPLE COVER LETTER

MEMORANDUM FOR 446 AW/CC

FROM: Nominee Supervisor

SUBJECT: Letter of Recommendation for Airman/NCO/Senior NCO of the Quarter/Year

1. My nominee RANK & NAME is in Air Force compliance with all dress and personal appearance standards. I have stated in bullet format by utilizing my entire chain of command within my unit to ensure the whole person concept of my nominee's outstanding accomplishments over the past 12 months.
2. I highly recommend RANK & NAME for this award.

SIGNATURE BLOCK

COMMANDER'S ENDORSEMENT

1. RANK & NAME has been a member of my unit for the entire award period and is not on the weight control program (other than a follow-on phase) during the period of this nomination. My nominee RANK & NAME dose not have an established unfavorable information file and is not facing disciplinary action (article 15, etc...) nor has been the subject of disciplinary punishment, adverse administrative action or reprimand during the previous 12 months.

2. I highly recommend RANK & NAME for this award.

SIGNATURE BLOCK

Attachment 3

SELECTION PANEL GUIDELINES

A3.1. Selection panels are at wing, group or group equivalent levels and serve to allow evaluation from junior senior enlisted nominee's peers. The panel serves as a mentoring process and provides experience for junior senior enlisted NCOs. The panel chair takes particular care to ensure that non-meritorious factors are eliminated, and packages are free from discrimination based on sex, age, religion, or other prohibited factors. Packages are to be forwarded to group commanders and/or equivalent for the group selection panel process. The wing level panels are in January, April, July, and October. Packages are to be received at 446 AW/CCC on the last day of December, March, August, and September.

A3.2. When indicated, the panel meets for the purposes of training panel members and for reviewing evaluation procedures. In so far as possible, panel membership should reflect the general composition of the subordinate units and maintains confidentiality of panel proceedings and selection results. Panel members promote the goals and objectives of the awards program and encourage full group and/or equivalent and squadron and/or flight level participation.

A3.3. Group commander and/or equivalent are encouraged to ensure the maximum use of junior senior enlisted personnel in the make-up of their selection panels. This is particularly important as a development tool for preparing these NCOs for higher assignment levels.